



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11/3/75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-11		Date Received NOV - 4 1975	Application No. 75-264 Date Completed DEC 16 1975
3. Agency Name, Submission & Administering Office Address Department of Human Resources Agency-Wide 47 Trinity Avenue Atlanta, Georgia 30334		4. Person in Contact William J. McDonald	
		5. Working Title DHR-RMO	6. Tel. No. 656-4976

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1970 - Present	9. Exact Series Title Institution Laboratory Test Report Files
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10. What is the function of the office in which this record series is created?
Agency-Wide Application

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Laboratory testing by DHR Institutions of various specimen such as blood, urine, feces, sputum, spinal fluid, etc., to determine the presence of pathogenic organisms, viral infections, etc., and to provide routine blood, chemistry & bacterial tests needed for research and evaluation of patient needs.

Included, but not limited to are test^{reports} involving serology, microbiology, bacterial sensitivity, urinalysis, hematology, cytology chemistry, glucose-urea nitrogen, tuberculosis bacteriology and related miscellaneous tests.

Files may be arranged alphabetically by patient's name or numerically by test report number.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				30	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Estimated Agency-wide				60	
5 x 8 Card Files	100	50	AVERAGE DAILY REFERENCE	This Year's	Last Year's
				5	1
					0
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [x] | [] |
| 15. Lab reports are included in Patient Medical Record (Chart)
Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling?
Confidential Patient Medical Record. | [x] | [] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? Some institution laboratories generate a computerized service billing listing. | [x] | [] |
| 21. Does the record series contain documentation produced as EDP printout? Some institution laboratories generate a computerized service billing listing. | [x] | [] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [x] |

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

See Attached Sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Fiscal & Calendar, then:
(depending on institution)

- ☒ Hold in the current files area 2 month(s)/ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

See Attached Sheet

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William J. M. [Signature]</i>	11-4-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [Signature]</i>	12-11-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Canall [Signature]</i>	12-10-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	12-12-75

STATE RECORDS
COMMITTEE

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Rules of Licensure of Clinical Laboratories As Amended Chapter 290-5-29-.13.

Records involving clinical laboratory services and copies of reports of laboratory tests shall be kept in the laboratory for no less than two years;

Exception: Reports of Surgical Pathology must be held no less than 5 years.

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Test Report Form (Usually a 3-part form)

Chart Copy

- Transfer to Medical Personnel for inclusion in Patient Medical Record (Chart)

Laboratory Copy

All lab test reports
excluding Surgical
Pathology

- Cut-off file at the end of the calendar or fiscal year; hold 2 years in Laboratory Office: then destroy.

Earlier destruction is authorized when lab report is filed in patient's chart.

Surgical Pathology
Reports

- Cut-off file at the end of the calendar or fiscal year; hold 5 years in Laboratory Office: then destroy.

Information Copy

- Transfer to physician or medical personnel as requested.
Please note: This copy should not be maintained in Institution Lab Office.

Computerized Service
Billing Listing (if
applicable)

- Destroy upon receipt of the next updated printout or when no longer needed for reference.